

Sangamon Valley LEPC

P.O. Box 2105, 2801 N. Fifth Street
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AGENDA

November 20, 2008

8:30 AM

Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, IL 62703

Meeting called to order by David Butt, Chairman

Approval of minutes from last meeting (9/18/2008)

Introductions

- Recognition of LEPC members and visitors
- LEPC Registry

Old Business

- Emergency Coordinator's Report on Progress of Site Specific Planning Project
 - New Site Plans Completed and/or Distributed
 - Completed Plans Updated
- Department of Homeland Security "Chemical Security Assessment Tool"
- Meeting Locations for this Fiscal Year
- Amendment of LEPC By-Laws

New Business

- Let-it-Burn Policies
- Special Needs Workshop – IL Public Health Association

Other Business

- Other business old or new
- Next meeting: January 15, 2009
- Motion to adjourn

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MINUTES OF THE SANGAMON VALLEY LEPC MEETING – November 20, 2008

Call to Order - The Chair, David Butt, called the meeting to order at 8:40 am, at the State Fire Marshal's Office Auditorium, 1035 Aldai Stevenson Drive, Springfield IL 62703.

Members present included: Dick Austin, Springfield Mass Transit District (SMTD), Tricia Baker, Athens Police Department, John Brennan, Memorial Medical Center (MMC); David Butt, Sangamon County Office of Emergency Management (OEM); Brian Churchill, St. John's Hospital; Tracy Garrison, Sangamon County GIS Department; Larry Graf, Menard County EMS; Matt Helms, Springfield Fire Department (retired); Brian Markley, Village of Curran; Pat Metz, City Water, Light & Power (CWLP); Mike Moos, Sherman EMA; Dick Rentschler, MABAS Division 48; Bill Russell, Sangamon County Rescue Squad; Dale Simpson, Springfield Fire Department; Colleen Stone, American Red Cross (ARC) and Linda Swartz, Sangamon County Department of Public Health.

Approval of the Minutes - Minutes from the LEPC meeting of September 18, 2008, were distributed via e-mail prior to this meeting. A motion was made by Brian Churchill, seconded by Linda Swartz and approved unanimously to accept the minutes from September 18, 2008.

Introductions - The Chair recognized Brian Markley, Village Board President for Curran, as a new LEPC member since our last meeting. Self-introductions were made by the members in attendance. There were no visitors.

Last month there was an inquiry about contact information for LEPC members. The Chair referenced the LEPC Registry on file with IEMA which had been distributed electronically with the notice for today's meeting. He gave a correction to Linda Wheeland's e-mail address and accepted Mike Moos' request to list his office phone number of 558-0328.

Old Business

Emergency Coordinator's Report on the Site Specific Planning Project – Matt Helms reported on his activities since the September meeting. He has completed the annual revision of 8 plans: for Berry Fertilizer and 7 Verizon Wireless sites at Curran, Glenarm, Rochester and 4 within the city of Springfield (Constitution, Dotmar, Koke Mill and West Washington). This being the harvest and chemical application season in rural Illinois, Matt is still lacking the site manager signatures for 3 Lincoln Land FS plans that were updated last September (Auburn, Lick and Riverton). Matt has completed 42 site plans. Of these, 12 have had annual revision once and 13 have had annual revision twice.

The Department of Homeland Security (DHS) “Chemical Security Assessment Tool” – This DHS requirement falls only upon CWLP. Pat Metz identified that they have a security vulnerability analysis due by the end of the month. It will be filed and their next step will be to prepare a site security plan in 2009. In 2005, the Homeland Security Regional Grant Program provided nearly a half million dollars for security enhancements at CWLP which will help meet new security requirements.

Meeting Locations – After meeting dates for the current fiscal year were set at the last meeting, it was recommended that we try to hold at least one of these meetings in Menard County. The Chair observed that our regularly scheduled May meeting always occurs on the same morning as the Firefighter’s Memorial Ceremony and some years the Fire Marshal’s office has been very busy on those mornings. He proposed having our May meeting in Menard County. Tricia Baker offered to have that meeting in Athens. Larry Graf identified 2 locations in Petersburg that could also be used. A motion was made by Dale Simpson, seconded by Colleen Stone and approved unanimously to locate the remaining scheduled meetings at the Office of the State Fire Marshal for January and March, in Menard County for May and at the OEM Building in September. This will be reviewed annually.

Amendment of LEPC By-Laws – Since August 1, 2008, this LEPC has been known as Sangamon Valley LEPC. With proper notice as required by the current by-laws, a proposal to amend these by-laws was electronically distributed to all members. The Chair characterized the changes being proposed as recognizing both the new name and practices followed by our LEPC. A motion was made by Dale Simpson, seconded by Mike Moos to accept the proposed amendment to the current by-laws that was distributed with proper notice. This opened discussion. With the discussion that ensued, the membership arrived at 4 further changes to the current by-laws that it wished to include. A motion was made by Dale Simpson, seconded by Brian Markley and approved unanimously to amend the motion on the floor to add further changes to the existing by-laws as discussed within Articles III, IV, V and VI. Unanimous approval was given to amend the current by-laws as proposed in writing to all members with 4 further changes as approved in the previous vote. The Chair stated that he would distribute to our full membership the amended by-laws as adopted today before Thanksgiving.

New Business

Let-it-Burn Policies – Matt Helms briefed the Committee on an environmental issue. It is often favorable for a chemical facility with a fire to “let-it-burn” and consume the chemicals rather than douse the fire with water and create surface pollution by the chemicals through water run-off. The fire chiefs of New Berlin and Buffalo have expressed great interest in this topic to Matt. Rosen’s, Inc. has such a policy that affects Buffalo and Matt now is aware that Lincoln Land FS has one too that affects New Berlin and several other fire protection districts. He distributed a copy of it for all to read. Matt stated that he would lose momentum on his planning project if he continued to mediate between the facilities and the fire chiefs on let-it-burn policies. Matt asked Dick Rentschler if MBAS Division 48 could form a committee of interested fire chiefs to look at this topic in both Sangamon and Menard Counties and address it to agricultural chemical facilities with hazardous materials in dry or solid form. Dick said that he would take this forward. The Chair thanked Dick for accepting this assignment, calling it an example of the willingness of the full Committee to support the work that Matt is doing for the LEPC pursuant to our grant.

Special Needs Workshop – Colleen Stone and Linda Swartz told the Committee about a workshop provided by the IL Public Health Association held earlier this week at the ARC office. It was the final of a series of 3 workshops since spring addressing planning considerations for special needs populations. This one focused on evacuations and sheltering. The Chair likewise was at this workshop. He asked Dick Austin to describe the types of equipment that SMTD has which might be beneficial for persons with special needs. Dick also described how the Hope Institute has asked SMTD for assistance with evacuations after the CWLP explosion 12 months ago. Mike Moos responded to this topic on our agenda by bringing everyone in attendance a copy of the new publication from the Illinois Terrorism Task Force (ITTF) called “Emergency Preparedness Tips for Those with Functional Needs”. For those not in attendance, the publication can be accessed at www.ready.illinois.gov/before/specialneeds.htm

Other Business

Hazardous Waste – Earlier this month, John Brennan shared with Matt Helms a letter to MMC from Panhandle Eastern Pipeline stating that it occasionally handled hazardous waste at its Glenarm facility. Matt replied to this letter because its author called himself the EHS Coordinator for the facility. Matt is seeking MSDS sheets and further information about what this hazardous waste involves.

Other ITTF Publications – Mike Moos is the co-chair of the ITTF Public Information Committee. He also distributed to a newly published “Mail – Package – Explosive Threat Checklist”. For those not in attendance, it can be accessed at www.ready.illinois.gov/pdf/TerrorismBrochure.pdf

Meeting Closure – The next LEPC meeting is scheduled for 8:30 am, January 15, 2009, at the Office of the State Fire Marshal. There being no further business, a motion was made by Mike Moos, seconded by Linda Swartz and approved unanimously to adjourn the meeting at 9:55 am.